

CEMETERY AND FUNERAL BUREAU

ORDER OF ADOPTION

(1) Adopt Section 2317 of Division 23 of Title 16 of the California Code of Regulations to read as follows:

2317 Crematory Manager Examination, License, and Renewal Fee

(a) The crematory manager examination fee and reexamination fee is four hundred and fifty dollars (\$450.00).

(b) The crematory manager license fee is eighty dollars (\$80.00).

(c) The annual renewal fee for the crematory manager license is eighty dollars (\$80.00).

Note: Authority cited: Sections 9630, Business and Professions Code. Reference: Section 9764.1 and 9787.2, Business and Professions Code.

(2) Adopt Section 2317.1 of Division 23 of Title 16 of the California Code of Regulations to read as follows:

2317.1 Cemetery Manager Examination, License, and Renewal Fee

(a) The cemetery manager examination fee and reexamination fee is eight hundred dollars (\$800.00).

(b) The cemetery manager license fee is eighty dollars (\$80.00).

(c) The annual renewal fee for the cemetery manager license is eighty dollars (\$80.00).

Note: Authority cited: Sections 9630, Business and Professions Code. Reference: Section 9723 and 9764.2, Business and Professions Code.

(3) Adopt Section 2317.2 of Division 23 of Title 16 of the California Code of Regulations to read as follows:

2317.2 Fee for Report of Change of Designation of Cemetery Manager or Crematory Manager and Request to Share a Cemetery Manager

(a) The fee for filing a report of a change of designated crematory manager, or designated cemetery manager, is fifty dollars (\$50).

(b) The fee for filing a request to share a designated cemetery manager is fifty dollars (\$50).

Note: Authority cited: Sections 9630, Business and Professions Code. Reference: Section 9764.3, Business and Professions Code.

(4) Adopt Section 2326.5 of Division 23 of Title 16 of the California Code of Regulations to read as follows:

2326.5 Approval to Share a Cemetery Manager

Licensed cemeteries, upon approval by the Bureau, may designate a licensed cemetery manager to manage more than one licensed cemetery under the following conditions:

- (a) The licensed cemeteries are under common ownership;
- (b) The common owner has designated one cemetery as the main office. The main office is defined as a designated location registered with the Bureau where the principals of the licensed cemetery can be contacted;
- (c) The licensed cemeteries are within a 60 mile radius of the main office;
- (d) Each licensed cemetery requesting permission from the Bureau to share one designated cemetery manager, shall make a written request on application Form 21A2 (10/03) to the Bureau and pay the fee for requesting to share a designated cemetery manager. An inspection may be scheduled and completed to ensure that the conditions set forth in this section have been satisfied.
- (e) The procedure for considering and granting approval to share a cemetery manager under this section shall be as follows:
 - (1) The Bureau shall inform an applicant requesting approval to share a cemetery manager, in writing, within 14 days of receipt whether the application is complete and acceptable for filing or is deficient and what specific information is required to complete the application.
 - (2) The Bureau shall make a decision within 30 days after the application is deemed to be completed whether the applicant meets the requirements for approval to share a cemetery manager. "Completion of an application" means that the applicant has filed a completed application form together with all required information, documentation, and fee.
 - (3) The minimum, median and maximum processing times for an application for approval to share a cemetery manager from the date of acceptance and filing of the initial application until the Bureau makes a final decision on the application are:
 - (A) Minimum – 7 days.
 - (B) Median – 14 days.
 - (C) Maximum – 30 days.

Note: Authority cited: Sections 9630, Business and Professions Code, Section 15376, Government Code. Reference: Sections 9723 and 9723.2, Business and Professions Code, Section 15376, Government Code.

(5) Adopt Section 2328.1 of Division 23 of Title 16 of the California Code of Regulations to read as follows:

**2328.1 Cemetery Manager and Crematory Manager Application Form,
Abandonment, and Review Processing Time**

(a) An applicant for examination or licensure as a cemetery manager or crematory manager shall complete an application, Form 21A3 (10/03).

(b) If an applicant for examination or licensure as a cemetery manager or crematory manager fails to take a required examination within 12 months after being notified of eligibility, or fails to apply for licensure within 12 months of being notified of passing the examination, the application or examination result shall be considered to have been abandoned. An application subsequent to the abandonment of a previous application or examination shall be considered a new application and must be accompanied by the required fees.

(c) The procedure for considering applications for examination and issuance of licenses under this section shall be as follows:

(1) The Bureau shall inform an applicant for examination or licensure as a cemetery manager or crematory manager, in writing, within 14 days of receipt whether the application is complete and acceptable for filing or is deficient and what specific information is required to complete the application.

(2) The Bureau shall make a decision within 60 days after the application is deemed to be completed whether the applicant meets the requirements for licensure or examination. "Completion of an application" means that the applicant has filed a completed application form together with all required information, documentation and fee.

(3) The minimum, median and maximum processing times for an application for examination or licensure as a cemetery manager or crematory manager from the date of acceptance and filing of the initial application until the Bureau makes a final decision on the application are:

- (A) Minimum – 7 days.
- (B) Median – 30 days.
- (C) Maximum – 60 days.

Note: Authority cited: Sections 9630, Business and Professions Code, Section 15376, Government Code. Reference: 142(b), 9702.5, 9723.1, and 9787.3, Business and Professions Code, Section 15376, Government Code.